

CONFIDENTIAL

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15 May

**SUMMARY OF OFFICE OF PERSONNEL
REPORTS REDUCTIONS***

<u>Reports Eliminated</u>	<u>Estimated Savings</u>
GS-12 and above Separations Report	\$3,600.00
Skills Bank Report of Applicant Files	97.50
Cable Sec Strength Ceiling Report	90.00
CTP Activities Report	60.00
Report of CTP Separations	99.32
Summary of Negro Employment	49.29
Agency Grade Distribution by Office, by SD, and by Location	961.00
Bi-Weekly Ceiling Status Report	569.00
Characteristics of On Duty Professional Personnel	126.00
Personnel Strength Quarterly Statistical Review	219.00
SS Staff Personnel Grade Distribution	232.00
 <u>Reports Reduced Significantly in Distribution or Frequency of Publication</u>	
Combined Civ. & Mil. Status Report and Civ. & Mil. EOD's and Separations	29.76
Placement Progress Charts	14.88
Clandestine Service Grade Distribution	233.50
S-I-R Career Services Assigned to the OS	242.00
Quarterly Gain and Loss Report	657.75
 <u>Computer Production & Distribution Cost Reduction</u>	 1,981.74
 Total Office of Personnel Reports Cost Reduction	 \$9,262.74 p. a.

*All of these were included in the initial list of Office of
Personnel Reports to be reviewed.